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# **SALARY PLACEMENT OF CLASSIFIED PERSONNEL (HRO-P002)**

WENATCHEE SCHOOL DISTRICT

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## **1.0 SCOPE:**

- 1.1 WSD Central Office – Human Resources Office

**The online version of this  
procedure is official;  
therefore, all printed versions  
are unofficial copies.**

## **2.0 RESPONSIBILITY:**

- 2.1 Assistant Superintendent of Human Resources and Director of Human Resources

## **3.0 APPROVAL AUTHORITY:**

- 3.1 Assistant Superintendent of Human Resources and Director of Human Resources

## **4.0 DEFINITIONS:**

- 4.1 HR - Human Resources Office

## **5.0 PROCEDURE:**

- 5.1 Newly hired classified personnel shall be placed on the salary schedule by the Human Resource Specialists taking into consideration their experience through a review of information such as verification of prior experience, resume, contact with previous employers and a study of the various bargaining agreements.
- 5.2 Candidates shall be notified in writing of the initial salary placement when hired and after verification of prior experience.
- 5.3 The Board of Directors approves the hiring of employees on the Personnel Report under the Consent Agenda.
- 5.4 Evaluation criteria shall be based solely on experience as follows:
  - 5.4.1 Prior experience must be at or above the level of responsibility established for the position being filled.
  - 5.4.2 Prior experience must be directly related to the skills required in the position being filled.
  - 5.4.3 Verification of Prior Employment: Experience for advanced salary placement must have been within the past five years.
  - 5.4.4 Each year of acceptable experience, meeting the conditions of 5.4.1 to 5.4.4 above shall qualify for one step on the classified salary schedule for a maximum of five such steps unless approved by the Superintendent.

## **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Employment Requisition Form
- 6.2 Job Posting
- 6.3 Applicant Files including interview questions and results
- 6.4 Personnel/Payroll Action Form
- 6.5 Bargaining Agreements

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6.6 Verification of Prior Employment Form

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Employment Requisitions	WSD Vault	Seven years	Shredded	Fireproof
Affirmative Action Information	WSD Vault	Seven years	Shredded	Fireproof
Job Postings	WSD Vault	Seven years	Shredded	Fireproof
Interview Forms	WSD Vault	Seven years	Shredded	Fireproof
Applicants-Hired	WSD Vault	Permanent	NA	Fireproof
Applicants-Non-hired	Filing Cabinet	One Year	Shredded	Fireproof

### **8.0 REVISION HISTORY:**

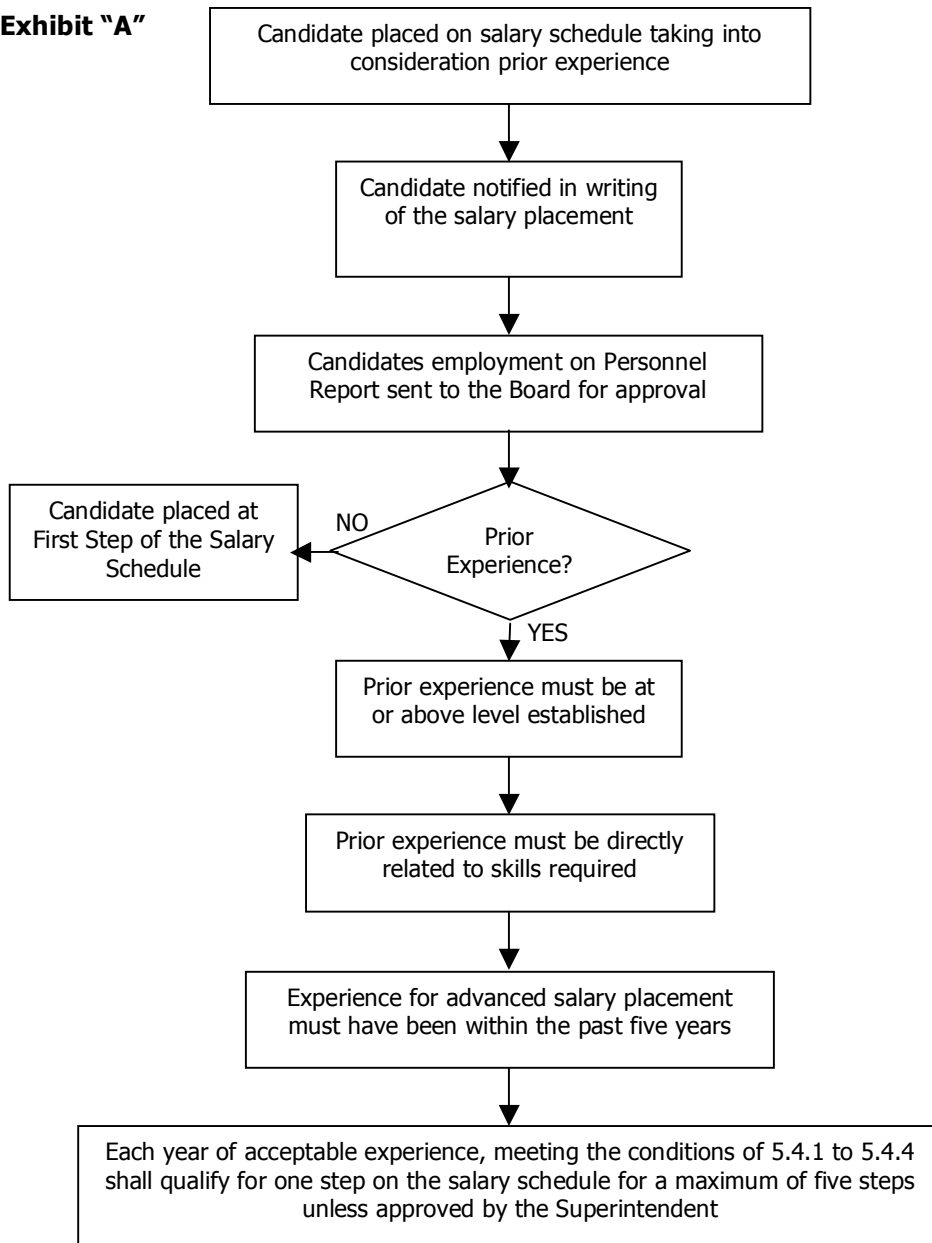
<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
30-July-03	A	Original Release
09-Nov-04	B	Added "Verification of Prior Employment" to 5.4.3 and 6.6; replaced ""EEO" with "Affirmative Action Information" in Record Retention Table
11-Jan-05	C	Updated 5.2 to reflect verification practice and added Superintendent's approval option to 5.4.4
14-Dec-05	D	Added Director of HR to Responsibility and Approval Authority; changed verification in 5.4.3 to five years; updated flowchart

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**Exhibit "A"**



**\*\* End of procedure \*\***